

DOCUMENTATION OF EMS OBJECTIVES, TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAMS

Instructions and Format for Generating Objectives,
Targets, and Environmental Management Programs

INSTRUCTIONS

Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

- C Give a brief description of (1) the significant environmental aspect/impact being addressed, (2) the specific objective, (3) how the objective will help to address the impact or potential impact, (4) the target, and (5) the general means by which NETL expects to accomplish the target.
- C List/describe who the significant aspect/objective applies to or affects (e.g., everyone at NETL, only employees in a certain building, local residents).

Section II -- Environmental Management Program (Completed by Line Manager or RP)

The purpose of this section is to present an action plan that supports the achievement of the objective and target.

- C Provide specific actions, tasks, or milestones that need to take place to reach the objective and target.
- C Provide assignment of responsibility for completing each activity.
- C Provide a time schedule for completing various activities.
- C Provide an estimate of required resources (e.g., FTEs and other direct costs) for executing each activity.
- C Identify any measurable performance indicators or means to track performance (e.g., measuring effectiveness of the EMP) in achieving the objective and target.

Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

- C Identify current operational controls, procedures, and any plans that are already in place to address the significant aspect.

Section IV -- Training (Completed by Line Manager or RP)

- C List specific training that needs to be developed and/or obtained to ensure the effectiveness of the EMP. Please list what training is necessary, when will the training take place, who will need to get trained, and who will perform the training.

Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

Significant Environmental Aspect	Objective and How It Addresses the Significant Environmental Aspect	Target and the Recommended Means by Which the Target Will Be Achieved	Scope of Impact of Environmental Aspect and Objective/Target
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<p>Aspect 1 - Waste Generation, Management, and Disposal Practices</p>	<p>Objective 2: To reduce NETL's hazardous wastes.</p> <p>Reducing NETL's Hazardous Waste will help address DOE's pollution prevention and waste minimization requirements.</p>	<p>DOE Target - 40% reduction by 2005, using a 1993 baseline (18.46 metric tons). NETL Interim Target- 5% reduction annually during 2001-2005 based on FY1993 baseline (total of 25%) reduction.</p> <p>Means:</p> <p>Distribute a site-wide list of usable chemicals turned into the NETL Chemical Inventory as waste to allow continued use by on-site researchers.</p> <p>Require NETL researchers to search the site-wide stored chemicals database prior to purchasing new chemicals for on-site use.</p> <p>Establish a Waste Minimization/ Pollution Prevention Committee to review processes at NETL to reduce chemical use and waste generation.</p> <p>Reinstitute Pollution Prevention Opportunity Assessments to spot check to determine the potential to reduce/minimize wastes.</p> <p>Review hazardous wastes disposed by category and revisit waste determination.</p>	<p>Meeting the 5-yr 25% reduction in hazardous materials would require more stringent chemical handling procedures and their enforcement.</p> <p>Currently researchers can voluntarily reduce the amount of hazardous materials in their laboratories by contacting the Chemical Handling Facility to have old chemicals removed. A structured inventory and disposal program and more rigorous dispensing program could significantly reduce the quantity of hazardous materials on-site.</p>
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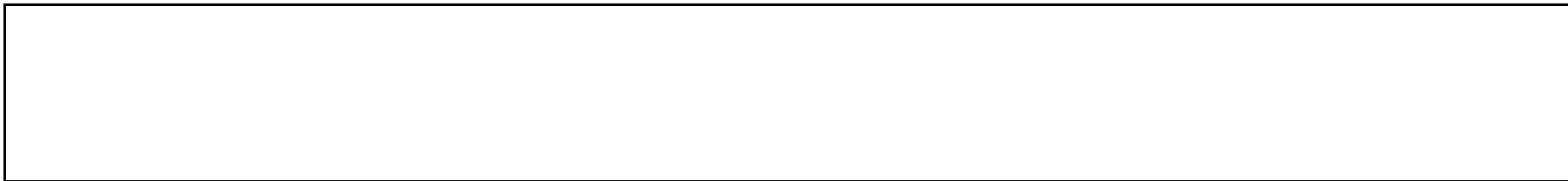
Section II -- Environmental Management Program (Completed by Line Manager or RP)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress
Distribute site wide list of usable chemicals as they are brought forward for disposal	July 2001 -	Colleen Butcher John Bennati Carmen Romano	Minimal FTE's Distribution will be via Intranet	Log copies of posted notices and the results.
Require NETL researchers to search the site wide data base prior to ordering chemicals	December 1990 -	Angela Cooper Colleen Butcher Larry Headly	Management Support	Log any successful reuses. Report any non compliance.
Reestablish NETLs Waste Minimization/ Pollution Prevention Committee to review R&D processes at NETL and to assess procedures and operations for process modification to reduce chemical use and waste generation.	December 2002 -	Bruce Webster Colleen Butcher	0.1 FTE	Log ideas of committee and document success and failures.
Reinstitute Pollution Prevention Opportunity Assessments to spot check to determine potential ways to reduce waste.	January 2001 -	Bruce Webster Colleen Butcher	0.1 FTE	Log the assessment and check for any improvements made. May be able to use AIIS system to help document

Review hazardous wastes disposed of by category and revisit waste reclassification.	January 2002 - July 2002	Bruce Webster Colleen Butcher Carment Romano John Bennati	0.1 FTE	Record any reclassifications and record waste totals.
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Section II -- Environmental Management Program (Completed by Line Manager or RP) (Continued)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress



Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

Presently, chemicals that are disposed of and that are still usable are posted on the intranet. Excess equipment is handled and posted by property for reuse.

A new chemical database is being created and being placed on the intranet and requiring the researchers to search for chemicals will become easier. Right now researchers contact Angela to do a search of the database.

Section IV -- Training (Completed by Line Manager or RP)

What training is necessary?	May need training for researchers to use database
When will training take place?	
Who will need to get trained?	Researchers, technicians
Who will perform the training?	Chemical Database Manager
How will the training be documented?	Training Files

Signature and Date: _____

Line Manager or RP

Signature and Date: _____

EMS Coordinator